

4.3 PLANNING

4.3.1 ENVIRONMENTAL ASPECTS

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.3.1 The organization shall...

Conforms (Y/N)

...establish and maintain (a) procedure(s) to identify the environmental aspects of its activities, products or services that it can control and over which it can be expected to have an influence, in order to determine those which have or can have significant impacts on the environment;	
...ensure that the aspects related to these significant impacts are considered in setting its environmental objectives;	
...keep this information up-to-date.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.3.1 Environmental Aspects: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	What role did you play in the development of environmental aspects and impacts?	
b.	What is your involvement in the review and revision process for aspects and impacts?	
c.	In your opinion, what are the most significant aspects resulting from your Division's operations?	
d.	How are they monitored?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Who was involved in the identification of the environmental aspects?	
b.	How is the list of aspects kept current?	
c.	Describe the review and revision process.	
d.	What criteria is used to determine what constitutes a "significant" aspect?	
e.	Was outside input sought in the process of aspect determination?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	In your opinion, what are the most significant environmental aspects related to you section?	
b.	How are these aspects monitored and documented?	
c.	Do you have a current list of the environmental aspects/impacts?	
d.	How are significant aspects considered in the process of setting environmental objectives?	

4.3.1 Environmental Aspects: Supplemental Questions by Function (cont.)		
<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	Did you play a role in identifying significant environmental aspects of your job?	
b.	What do you think the most significant environmental consequence of your job is?	
c.	What, if any, are the goals (objectives/targets) for environmental improvement within the scope of your job?	
d.	What could you personally do to help offset any adverse environmental impacts from your job?	
e.	Do you feel that you have ever been encouraged to report environmental concerns? (C/PARs)	

NOTES:

DOCUMENTS:

- ☐ Procedure(s) to identify aspects, as well as significant aspects and impacts: Look for evidence that this procedure was followed (e.g., worksheets, checklist, committee notes).
- ☐ List of aspects, impacts, and significant aspects.
- ☐ Criteria for determining significant impacts.

EMS LINKS:

- Objectives and Targets
- Environmental Management Program
- Training, Awareness, and Competence
- Communications
- Operational Control
- Monitoring and Measurement/Management Review